



**WASHINGTON
INVITATION TO BID FOR SERVICES**

BID NUMBER:

TITLE: COUNTY PRINTING OF LEGAL PUBLICATIONS

ISSUED BY: Board of County Commissioners, 351 NW North Street, Chehalis, WA 98532, Phone (360) 740-1391, Fax (360) 740-1475

BID DUE DATE & TIME: Sealed bids must be submitted to the Clerk of the Board in the Lewis County Commissioners' Office, 351 NW North Street, Chehalis, WA 98532 before 9:30 a.m. **Monday, March 27, 2006.**

THIS BID IS BEING SUBMITTED BY:

Bidder Name _____

Company _____

Address _____

City _____ St _____ Zip _____

Ph _____ Fax _____

The undersigned offers and agrees to furnish the goods or services for the period required at the price(s) entered herein subject to the terms and conditions attached hereto.

I CERTIFY that the bid document has been read and understood and that all of the conditions contained therein are acceptable, and further, to the best of my knowledge the information contained in this bid proposal is accurate and complete and that I have the legal authority to commit this firm to a contractual agreement.

BY: _____

Date: _____

BID ISSUE DATE: February 13, 2006

NATURE OF THE PROJECT: This is a bid for publication of Lewis County's legal notices.

MAIL OR HAND DELIVER BIDS PRIOR TO 9:30 AM, MONDAY, March 27, 2006 TO: the office of the Board of County Commissioners, 351 NW North Street, Chehalis, WA 98532

PROPOSAL EFFECTIVE PERIOD: Bid proposals will be effective for a one-year period commencing on July 1st, 2006.

FOR administrative information contact Sheila Unger, Board of County Commissioner's Office, 351 NW North Street, Chehalis, WA 98532 at (360) 740-1391.

The bid response consists of the following pages when completed and submitted: Invitation To Bid page 1, Bid Scope of Work and Pricing, an example of a legal notice complying with scope of work, circulation information, and webpage information.

THIS IS NOT AN ORDER. THIS IS AN INVITATION TO BID WHICH DOES NOT OBLIGATE LEWIS COUNTY TO PLACE AN ORDER

BID INSTRUCTIONS

INVITATION TO BID TITLE: **COUNTY PRINTING OF LEGAL PUBLICATIONS**

The bidders will complete the bid questionnaire, provide an example of a legal notice using the legal notice attached to these instructions. Bidders must use the requirements established in the scope of work and include the cost to publish the example in the bidder's newspaper or journal. Bidders shall provide a price for the services listed in the scope of work.

SCOPE OF WORK

Publish Lewis County legal notices using 8-point type in 1.20 column inch.

SELECTION CRITERIA

The lowest responsible bidder will be selected on the following criteria:

- cost per column inch using 8-point type
- total circulation figures [including information on newspaper boxes/racks] for the year 2005
- paid circulation figures for the year 2005
- the availability of a website (this meets new requirements established in the Revised Code of Washington regarding bidding laws)
- the total number of hits on the website for the month of January, 2006 (please provide the website address)
- the quality of the sample notice returned
- the price of the sample returned.

Bidders are asked to complete the attached bidder form and attach sample.

BID PROPOSAL

Name of Bidder:	
Address:	
City:	
Zip Code:	
Phone:	
Fax:	
Email:	
Point of Contact:	

1. Cost of 1.20 column inch at 8-point type: _____
2. Total circulation for 2005: (Provide total circulation numbers and a breakdown of circulation by the following zip codes - 98304, 98336, 98355, 98356, 98361, 98377, 98522, 98531, 98532, 98533, 98538, 98539, 98542, 98544, 98564, 98565, 98570, 98572, 98579, 98582, 98585, 98591, 98593, 98596, and state whether public newspaper boxes or racks are available within each of these zip codes:
3. Paid circulation (numbers) for 2005 (Provide total circulation numbers and a breakdown of circulation by the following zip codes -98304, 98336, 98355, 98356, 98361, 98377, 98522, 98531, 98532, 98533, 98538, 98539, 98542, 98544, 98564, 98565, 98570, 98572, 98579, 98582, 98585, 98591, 98593, 98596):
4. Availability of Website, which allows non-subscriber access to legal notices: Yes / No. If the Website does not allow non-subscriber access to legal notices, provide the number of subscribers.
5. Website Address: _____
6. If the Website allows non-subscriber access to legal notices, provide the total number of Website hits for the month of January 2006: _____
7. Attach sample of public notice provided with this bid package.
8. Cost to publish sample: _____

BID SUBMITTED BY: _____

(Printed Name)

CALL FOR BIDS

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Lewis County, Washington, will open sealed bids and publicly read them aloud at 10:30 a.m., Monday, March 27, 2006, in the Lewis County Commissioners Hearing Room, 2nd Floor, Courthouse, Chehalis, Washington, for County printing of legal publications for the year beginning July 1, 2006 and ending June 30, 2007.

Sealed bids must be delivered to the Lewis County Commissioners' Office, Chehalis, Washington, before 9:30 a.m. on the date specified for opening and in an envelope clearly marked "SEALED BID FOR COUNTY PRINTING OF LEGAL PUBLICATIONS -- TO BE OPENED MARCH 27, 2006, 10:30 A.M."

For bid instructions, please see www.co.lewis.wa.us. The newspaper or publication must be established as one of "general circulation" within Lewis County.

Pursuant to RCW 36.72.075, the Board of County Commissioners reserves the right to reject any or all bids and to waive all informalities in the bidding, and to contract with the best and lowest responsible bidder as the best interest of the County may appear. Questions regarding bid submission and consideration must be submitted to the Board in advance of bid delivery.

DATED this 13th day of February, 2006.

Karri Muir, Clerk of the Board
County Commissioners
Lewis County, Washington

Publish: Daily Chronicle
Wednesday, February 15, 2006